


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MANUEL E. CASANGCAPAN


Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical (2x3)
	(2)	(3)	
1. Instruction			
a. Head/Dean (50%)		2.48	
b. Students (50%)		2.00	
Total for Instruction	40%	4.48	1.79
2. Research			
a. Client/Dir. for Research (50%)		Not Available	
b. Dept.Head/Dean/Director (50%)		4.91	
Total for Research	30%	4.91	1.47
3. Extension			
a. Client/Dir. for Extension (50%)		Not Available	
b. Dept Head/Dean/Director (50%)		4.98	
Total for Extension	15%	4.98	0.75
4. Administration	10%	5.00	0.50
5. Production	5%	5.00	0.25
TOTAL			4.76

EQUIVALENT NUMERICAL RATING: 4.76
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: _____
ADJECTIVAL RATING: Outstanding


Prepared by:


MANUEL E. CASANGCAPAN
Name of Faculty/Staff


Reviewed by:


ROBERTO C. GUARTE, Ph.D.
Immediate Supervisor

Recommending Approval:

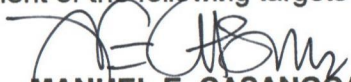

ROBERTO C. GUARTE, Ph.D.
Dean/Director

Approved:



BEATRIZ S. BELONIAS, Ph.D.
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, MANUEL E. CASANGCAPAN, OIC-Head of the Department of Agricultural and Biosystems Engineering, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2019.


MANUEL E. CASANGCAPAN
 Ratee (OIC - Dept. Head)

Approved:


ROBERTO C. GUARTE, Ph.D.
 Head of Unit/Immediate Supervisor



MFOs/ PAPs	Success Indicators	Task Assigned	Target	Actual Accom- plishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1.	ADVANCED EDUCATION SERVICES								
	OVPI MFO 1. Graduate Degree Program Management Services								
	PI 1: Number of graduate degree specializations offered and monitored	Leading	1	1	5	5	5	5.00	MSAE with 3 specializations
	PI 2: Total FTE monitored	Leading	6.7	16	5	5	5	5.00	Total FTE for 6 MS Thesis; Non-Graduate School accomplishments of DLST are counted at PhilRootcrops
	PI 3: Percentage of students who graduated within the prescribed period	Leading	N/A	N/A					No graduation schedule during this period
	OVPI MFO 2. Graduate Student Management Services								
	PI 1: Percentage of graduate students awarded with honors/distinction	Leading	N/A	N/A					No graduation schedule during this period
	PI 2: Percentage of graduate students advised who rated the adviser/GAC member at least very satisfactory	Leading	60%	100%	5	5	5	5.00	MSAE Students as raters
	PI 3: Percentage of graduate school faculty engaged in research work applied in any of the following:								
	a. Pursuing advanced research degree program	Leading	0%	N/A					No opportunity yet

Control No. 079

	b. Actively pursuing in the last three years (investigative research, basic and applied scientific research, policy research, social science research)	Leading	100%	100%	5	5	5	5.00	RCG, AIT & DLST are all engaged in research
	c. Producing technologies for commercialization or livelihood improvement	Leading	100%	100%	5	5	5	5.00	RCG - Protus Cookstove & solar lighting; AIT - employment generation from FS; DLST - machines
	d. whose research work resulted in an extension program	Leading	0%	33%	5	5	5	5.00	RCG renewable energy research
	Total Points:			Subtotal:				30.00	
UMFO 2. HIGHER EDUCATION SERVICES									
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1: Total FTE Monitored	Leading & Teaching	100	170.00	5	5	5	5.00	This is Individual FTE; Total DABE FTE = 1,932.67 for 1st Sem 2019-20
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	Leading	100%	100%	5	5	5	5.00	BSAE & BSABE
	PI 3: Average percentage passing in licensure exam (first takers, June 2019 graduates)	Leading & Teaching	(60%)	(84%)					Students who graduated May 2019 (Reported in Jan-June period): 21/25 or 84.00% for 1st takers, 25/34 or 73.53% overall
	PI 4: Percentage of first time licensure exam takers who passed the licensure exam (compared to previous year's percentage)	Leading & Teaching	(100%)	(121%)					Students who graduated May 2019: Computation: 100%+((84-69.23)/69.23 x100%)
	PI 5: Number of students who graduated within the prescribed period	Leading & Teaching	(60%)	(91%)					Students who graduated May 2019: 20 of 22
	PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period	Leading	N/A	N/A					No graduation during this period
	PI 7: Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies	Leading	82%	100%	5	5	5	5.00	All graduates are employed or pursuing MS (based on student monitoring feedback)
	PI 8: Number of academe/industry linkages established/maintained	Leading & Linking	1	8	5	5	5	5.00	8 OJT New Linkages: NIA-Manila, NIA-Tacloban, NIA-Ormoc, DA-R7, DA-R8, SRA-Negros Occ., LGU-Negros Occ., LGU-Ormoc
	PI 9: Number of thesis/special problems of students:								

	a. Thesis/Case studies/ Special Problems/ OJT Narrative/ Engineering Projects/ Portfolio outlines approved	Leading	N/A	N/A					No defense during this period
	a. Thesis/Case studies/ Special Problems/ OJT Narrative/ Engineering Projects/ Portfolio reports/manuscripts approved	Leading	N/A	N/A					No defense during this period
	PI 10: Number of student organizations advised/assisted	Leading & advising	2	2	5	5	5	5.00	JJDL: PSABE-VSC; RCG: CoE-SSC
	PI 11: Number of instructional materials developed/revised								
	a. OBE-compliant syllabi	Leading & Writing	4	6	5	5	5	5.00	AIT-2, RCG-2, MEC-1, TFS-1, FLS-1, TFS-1
	b. Teaching guides/Student guides/Laboratory Manuals	Leading & Writing	1	1	5	4	5	4.67	AIT-1: Irrigation Engineering (partial only; sabbatical output)
	c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)	Leading & Preparing	4	5	5	5	5	5.00	PowerPoint visual matls: RCG-1, MEC-1, TFS-1, JJDL-1, FLS-1
	d. On-line interactive learning resources per subject	Leading & Preparing	0	1	5	4	5	4.67	AIT-1: Bytex Feasibility Analyzer - Revised Datasets Version 2019 (interactive but offline or on classroom only)
	PI 12: Number of instruction-related awards								
	Number of national student awards	Leading	0	N/A					No regular convention or contest during this period
	Number of honor graduates	Leading	N/A	(3)					Reported in Jan-June 2019: Fatima Gumamac, BSAE - Cum Laude; plus 2 board topnotchers-Top 3 & Top 7; placed under additional outputs)
	Total Points			Subtotal:				44.33	

UMFO 3. RESEARCH SERVICES									
	PI 1. Number of research proposals submitted	Leading	1	1	5	5	5	5.00	DA-BAR Proposal: MEC -defended proposal at DA-BAR En Banc. AIT- Revised & submitted proposal at DA-BAR
	PI 2. Number of research proposals approved	Leading	1	1	5	4	5	4.67	ROC-1: DOST Balik Scientist Project
	PI 3. Number of research studies conducted	Leading	6	5	5	5	5	5.00	ROC: DOST Balik Scientist Roject; MGS: MS Research (UPD); EDP: MS Research (UPLB); RCG: 2 Researches
	PI 4. No. of research projects/studies completed w/in the year	Leading	3	3	5	5	5	5.00	RCG - 2 Varied researches; ROC - Balik Scientist Rersearch on Biodiesel
	PI 5. No. of research papers (oral presentation, posters, keynote speaker, plenary speaker) presented in regional/national/ int'l scientific/professional fora & conferences								
	<i>In int'l fora/conferences</i>	Leading	0	0	N/A				No opportunity yet
	<i>In nat'l fora/conferences</i>	Leading	1	1	5	4	5	4.67	MGS: MS Research, UP Dilimn
	<i>In reg'l fora/conferences</i>	Leading	1	1	5	4	5	4.67	AIT-1 in ATI-Reg. 2, Isabela
	<i>In institutional fora/conferences</i>	Leading	2	3	5	5	5	5.00	AIT-2 in OVPRE & ATI-VSU; RCG-1 in OVPRE
	PI 6. Number of papers submitted for publication in internationally indexed journals	Leading	0	1	5	5	5	5.00	AIT-1: Submitted to Science and Humanities Journal. Title: <i>Hydropower Potentials of Biliran Islands in the Philippines Assessed Through ArcSWAT Simulation and Synthetic Aperture Radar Spatial Data - by Tambong, Bacordo, Martinez & Garcia</i>
	PI 7. Number of published papers in peer-reviewed journals	Leading							
	<i>In refereed int'l journals</i>	Leading	0						
	<i>In refereed nat'l journals</i>	Leading	0						
	<i>In institutional journals</i>	Leading	0						
	PI 8. Number of patents/Utility Models/copyrights filed and registered	Leading	0						
	PI 9. Amount of research money generated from external funding (Thousand PHP)	Leading	0	465	5	5	5	5.00	ROC: DOST Balik Scientist Sponsorship
	PI 10. Amount of research money generated from institutional funding (Thousand PHP)	Leading	50	100	5	5	5	5.00	RCG: 2 Researches

	PI 11. Number of research outputs in the last three years utilized by the industry or other beneficiaries	Leading	0	4	5	5	5	5.00	4 Climate Change Studies utilized by PAGASA: AIT-1, MEC-1, TFS-1, JJDL-1
	PI 12. Number of research-related awards (research conducted by faculty or students with faculty)	Leading	0	0	N/A				Many papers presented, unfortunately no award received so far
	Total Points			Subtotal:				98.33	
UMFO 4.	EXTENSION SERVICES								
	PI 1: Number of trainees weighted by the length of training (man-hours)	Collaborating	240	5,280	5	5	5	5.00	AG: Assisted TESDA-VSU Training co-managed with ME Dept.
	PI 2: Number of trainings conducted	Leading	1	1	5	5	5	5.00	AG: Assisted TESDA-VSU Training co-managed with ME Dept.
	PI 3: Number of IEC materials/techno-guides developed/used	Leading	1	2	5	5	5	5.00	RCG-2: Solar Technoguides
	PI 4: Number of beneficiaries served								
	Groups	Leading	3	4	5	5	5	5.00	4 RERC Field Trip Groups
	Individuals	Leading	15	100	5	5	5	5.00	RERC Field Trips = 100 to 120 persons
	PI 5: Number of technical/expert services provided/rendered								
	Research Mentoring	Leading	1	2	5	5	5	5.00	RCG-2: research mentorings to junior DABE faculty
	Peer reviewers/Panelists	Reviewing/ Evaluating	0	0	N/A				No opportunity yet
	Resource Person	Coordinating	2	5	5	5	5	5.00	RCG: 1 CHED-TPET & 2 ISO Orientatns; AIT: 2 ATI Trainings

	Convenor/Organizer	Leading	1	1	5	4	5	4.67	RCG-1:CHED-TPET Forum
	Consultancy	Leading & Delivering Consultancy	1	3	5	5	5	5.00	AIT-2 Feasibility Study Consultancy at Kurin, Manadaue City & DBSN Farms; RCG-1, ROC-1: DBSN Farms Biodiesel Concerns
	Evaluator	Leading & Evaluating	0	N/A					No opportunity yet
	PI 6: Number of extension projects conducted	Leading	1	3	5	5	5	5.00	RCG - Solar ; AG: Assisting TESDA-VSU Trainings co-managed with ME Dept.; RCG: Field Trips hosting
	PI 7: Number of extension proposals submitted	Leading	1	1	5	5	5	5.00	TESDA-VSU Trainings co-managed with ME Dept.
	PI 8: Number of extension proposal approved	Leading	1	1	5	5	5	5.00	TESDA-VSU Trainings co-managed with ME Dept.
	PI 9: Amount of extension money generated from external funding (Thousand Php)	Leading	0	100	5	5	5	5.00	TESDA-VSU Trainings co-managed with ME Dept.
	PI 10: Amount of extension money generated from institutional funding (Thousand Php)	Leading	30	100	5	5	5	5.00	VSU Counterpart in kind
	PI 11: Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance	Leading	60%	100%	5	5	5	5.00	TESDA-VSU Trainings co-managed with ME Dept.
	PI 12: Number of extension-related awards (extension conducted by faculty or student and faculty)	Leading	0						No opportunity yet
	Total Points				Subtotal:			74.67	
UMFO 5.	SUPPORT TO OPERATIONS (STO)								
OVPI MFO 1. Faculty Development Services									
	PI 1: Number of faculty pursuing advanced degree programs	Leading	2	2	5	5	5	5.00	Engr. Eldon De Padua & Engr. Ma. Grace Sumaria
OVPI MFO 2. Faculty Recruiting/Hiring Services									
	PI 2: Number of faculty recruited/aligned with university RSP policy and competency-based HRM	Leading	0	N/A					N/A, none hired during the period
OVPI MFO 3. Faculty Evaluation Services									

	PI 3: Number of seminars/trainings/ conventions/workshops organized/ coordinated for the entire university	Leading	1	2	5	5	5	5.00	RCG-2: ISO Workshops
	PI 4: Number of seminars/trainings/conventions/workshops outside the university	Leading	2	2	5	5	5	5.00	RCG-1:CHED-TPET Workshops; FLS - Machinery workshops
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Leading	60%	100%	5	5	5	5.00	All faculty were rated VS or higher on the average
	PI 6: Number of college/department - level seminars/trainings/workshops/reviews conducted/attended/facilitated	Leading	3	4	5	5	5	5.00	4 Various local seminars/workshops attended by diff. DABE faculty
OVPI MFO 4. Program and Institutional Accrediation Services									
	PI 1: Number of degree programs which passed accreditation/evaluation at least level 1	Leading	1	2	5	5	5	5.00	BSAE & BSABE
	PI 2: Degree program compliant with CHED requirements	Leading	1	2	5	5	5	5.00	BSAE & BSABE
	PI 2a. QMS on faculty recruitment, development	Leading	0		N/A	N/A	N/A		Not applicable
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES								
	PI 1. Number of Risk Assessment/Review conducted	Leading	1	1	5	5	5	5.00	DAE Risk Assessment in coordination with Dean's Office
	PI 2. Number of risks identified	Leading	5	10	5	5	5	5.00	10 Risks identified
	PI 3. Number of risks adressed/minimized	Leading	5	10	5	5	5	5.00	10 Risks minimized
	PI 4: Number of legitimate complaints received	Leading	0	0	5	5	5	5.00	Outstanding; none received
	PI 5: Percentage of complaints indicated in PI 4, if any, addressed within the prescribed period	Leading	100%	100%	5	5	5	5.00	100% or equivalent to "no complaint to comply"

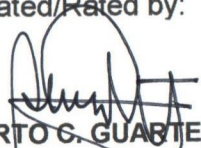
	PI 6. ADDITIONAL OUPUTS* (In instruction, research, extension, production, and/or administration not found in the original commitment)								
	ISO Evaluation undergone	Leading	0	1	5	5	5	5.00	Passed Stage 1 of ISO evaluation (whole VSU including DABE & CET)
	International Accreditation maintained	Leading	0	1	5	5	5	5.00	1 Int'l Accreditation maintained - Washington Accord
	Nationa Accreditation maintained	Leading	0	1	5	5	5	5.00	AACCUP Level 3 Phase 2 (2nd to highest level) - BSAE/BSABE
	Regional Accreditation maintained	Leading	0	1	5	5	5	5.00	CHED-RQAT Region VIII
	Number of DOST Balik Scientists Hosted	Coordinating	0	1	5	5	5	5.00	1 DOST Balik Scientist hosted at RERC - Dr. Rico O. Cruz (ROC)
	Number of Field Trips Accommodated	Coordinating	0	3	5	5	5	5.00	3 Field Trips Oriented at RERC
			Subtotal:					55.00	
Total Over-all Rating							293.000		
Average Rating							4.966		
Adjectival Rating							Outstanding		

LEGEND: AIT - Arthur It. Tambong; RCG - Roberto C. Guarate; MBL-Manolo B.. Loreto; MEC - Manuel C. Casangcapan; TFS - Triana F. Soroño; JJDL - Jessie James D. Layan; FLS - Feliciano L. Sinon Jr.
MGS - Ma. Grace Sumaria; DLST - Daniel Leslie S. Tan; ROC - Rico O. Cruz (DOST Balik Scientist hosted at RERC); LGM - Lorbert G. Mazo; AG - Alan M. Guarate

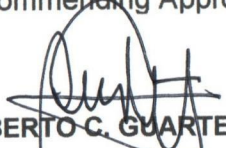
Comments & Recommendations for Development Purpose:

Needs to exert further on research and extension.

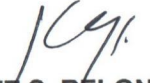
Evaluated/Rated by:


ROBERTO C. GUARTE, Ph.D.
Unit Head/Immediate Supervisor
Date: 01/16/20

Recommending Approval:


ROBERTO C. GUARTE, Ph.D.
Dean/Director
Date: 01/14/20

Approved by:


BEATRIZ S. BELONIAS, Ph.D.
Vice President
Date: 01/17/20

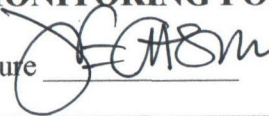
1 - Quality, 2 - Efficiency, 3 - Timeliness, 4 - Average

"Exhibit I"

PERFORMANCE MONITORING FORM

Name of Employee: **Prof. Manuel E. Casangcapan**

Signature



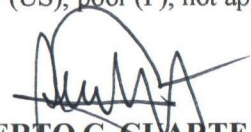
Period: July-December 2019

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Teaching in MS Courses	Grade reports	7-1-2019	12-29-2019	12-29-2019	NA	NA	Not Teaching MS
2	Teaching in BS Courses	Grade reports	7-1-2019	12-29-2019	12-29-2019	I	VS	Improve more
3	Research	Researches conducted	7-1-2019	12-29-2019	12-29-2019	I	VS	Improve more
4	Extension	Extension conducted	7-1-2019	12-29-2019	12-29-2019	I	VS	Improve more
5	Support to operations	Documents and services	7-1-2019	12-29-2019	12-29-2019	VI	O	Improve more
6	General administration & support services	Documents and services	7-1-2019	12-29-2019	12-29-2019	VI	O	Improve more
7	ISO preparations	Documents and services	7-1-2019	12-29-2019	12-29-2019	VI	O	Improve more

* Either very impressive (VI), impressive (I), needs improvement (NI), poor (P), very poor (VP), not applicable (NA)

**Outstanding (O), very satisfactory (VS), satisfactory (S), unsatisfactory (US), poor (P), not applicable (NA)

Prepared by:


ROBERTO C. GUARTE, Ph.D.
Dean, College of Engineering
Unit Head/Immediate Supervisor



Visayas State University
College of Engineering
 Visca, Baybay City, 6521-A, Leyte, Philippines

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Asso. Prof. Engr. Manuel E. Casangcapan**
 Performance Rating:

Aim: Asso. Prof. Engr. Casangcapan as an effective and efficient implementor of the new OBEdized four (4)-year degree program in Bachelor of Science in Agricultural and Biosystems Engineering (BSABE) as provided for in the new CMO 94, s. of 2017

Proposed Interventions to Improve Performance:

Note: Asso. Prof. Engr. Casangcapan will be developed into an effective implementor of the new OBEdized four (4)-year BSABE Program.

Date: July 2019

Target Date: December 2019

Next Step:

- Continuous implementation of the newly approved BSABE Curriculum in lieu of Prof. Arthur It. Tambong as OIC-Head of DABE
- Monitor the implementation of the new BSABE Curriculum

Outcomes:

- Effective implementation of the offering of the new BSABE Program
- Increased enrolment of freshman students of the new Program
- Proper management of human resource, facilities, and equipment in the offering of the new BSABE degree program
- Preparation and submission of Research and Extension proposals in line with the new OBEdized BSABE Program

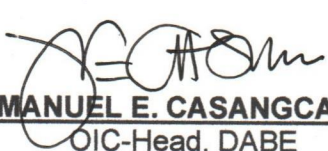
Final Steps/Recommendations:

- Implement the new BSABE Program
- Conduct regular monitoring and coaching of the faculty and staff of the department in the implementation of OBE curriculum
- Conduct regular Continuous Quality Improvement in the offering of the new BSABE Program

Prepared by:


ROBERTO C. GUARATE
 Dean, COE

Conforme:


MANUEL E. CASANGCAPAN
 OIC-Head, DABE